



Rhode Island | Campus Compact



## **RHODE ISLAND CAMPUS COMPACT AmeriCorps\*VISTA Leader POSITION DESCRIPTION**

### **Name of Institution:**

Rhode Island Campus Compact

### **Position Title:**

AmeriCorps\*VISTA Leader

### **Supervisor Title:**

Kristin Read, Associate Director, Rhode Island Campus Compact

### **Description of Project Goals:**

The primary goal of the RICC\*VISTA Leader will be to build the capacity of the RICC AmeriCorps\*VISTA program. This includes being responsible for communication, training, event planning, member support and problem-solving, reporting, resource development, recruitment, evaluation, and other duties to enhance the impact of the RICC\*VISTA program and the experience of its VISTA members.

A secondary goal of the RICC\*VISTA Leader will be to further the mission of Campus Compact. This includes supporting organization projects and initiatives such as RICC Strategic Planning, Partnerships for Success, the Rhode Island College Access Network, RI Student Service Summit, Faculty Fellows, and others through research, communication, event planning, and resource development.

The final goal of the RICC\*VISTA Leader will be to support and build the national service network in RI. This includes participation in statewide VISTA collaboration and events, support for projects such as RICC's AmeriCorps Scholarships for Service, Justice Talks, and national days of service, and representing RI Campus Compact's national service programs on the Inter-Corps Council.

### **Major Activities/Responsibilities:**

- Coordinate communication among VISTA Project Director, members, supervisors, CNCS State Office
- Plan and implement monthly training meetings, and orientation, mid-year, and closing events
- Coordinate quarterly project reporting, site visits, and other reporting/monitoring activities
- Identify resources for individual members and projects and assist with developing resources for RICC
- Recruit, interview, and assist with placing RICC\*VISTA members
- Evaluate the RICC\*VISTA Program
- Promote the RICC\*VISTA Program through various traditional and social media outlets
- Assist with RICC and Host Site Request For Proposal (RFP) process, including project development, application, and review
- Assist with communication, planning, and implementation of activities in support of RICC's projects, initiatives, and network-building
- Assist with communication, planning, and implementation of activities in support of RI's national service network

### **Qualifications:**

- Successful completion of at least one full term of VISTA service
- College degree
- U.S. Citizen or permanent legal resident
- Background in higher education and/or service-learning preferred

### **Skills:**

- Excellent written and verbal communication skills
- Strong organizational and project management skills
- Self-motivated and proactive
- Detail-oriented
- Ability to multi-task and manage competing priorities
- Creative problem solver
- Ability to work within a team and independently
- Commitment to mission of Campus Compact
- Knowledge of/experience in higher education and/or service-learning
- Experience in leadership development and community organizing a plus!

### **Benefits**

- \$200/month increase in VISTA living allowance
- Choice of post-service Segal AmeriCorps Education Award of \$5,500 --- or --- \$3,000 cash stipend
- Health benefits
- Relocation allowance (if eligible) and travel to VISTA Leader Training
- Professional development through ongoing VISTA Leader training and networking opportunities
- Non-competitive eligibility for federal employment following full term of service
- Student loan forbearance, Public Service Loan Forgiveness eligibility, and childcare assistance if applicable

Want to apply?  
Send resume & cover letter to Margot Hanson at [mhanson01@risd.edu](mailto:mhanson01@risd.edu)  
and search "RI Campus Compact" at [my.americorps.gov](http://my.americorps.gov)